



CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	Tuesday, October 19, 2010
POSITION TITLE:	CHIEF, ADMINISTRATION AND DISBURSEMENTS DIVISION	FINAL FILING DATE:	Monday, November 1, 2010 or until filled
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	10192010_2

POSITION DESCRIPTION

If you are an individual that enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated co-workers, and functioning in the capacity of a division chief, then consider applying for Chief, Administration and Disbursements with the State Controller's Office. The ideal candidate will be responsible for overseeing the critical areas of the SCO responsible for processing warrants, establishing budget requirements, and business services for the agency.

The Chief, Division of Administration and Disbursements will be responsible for the division's activities with regard to paying the State's bills, through electronic transfer and printed warrants. On average, the division issues 2.4 million payments each month. These payments include personal income tax refunds, Medi-Cal provider payments, vendor payments, paychecks for State Employees, and pensions of State Retirees. Moreover, the candidate will be responsible for the coordination of the planning, organizing, and directing of subordinate division staff engaged in administrative support activities such as budgeting, training, departmental accounting, contract services, budget preparation/monitoring, and planning/facilities management.

GENERAL DESCRIPTION:

With general direction provided by the Chief Administrative Officer, oversee the administrative and disbursement activities of the Office of the State Controller. In addition, function as an advisor to the State Controller, Governor's Office representatives, the Legislature and other key governmental officials on matters related to the disbursement operations of the State of California and the development and implementation of major information services processes related to the same. Also, provide administrative direction and broad policy guidance department-wide regarding governmental services and/or functions. Furthermore, represent the State Controller in sensitive negotiations with control agencies. Specific functions include but will not be limited to the following:

ESSENTIAL FUNCTION: (Candidates must perform the following functions with or without reasonable accommodations.)

- Ensure the planning, organizing and directing of the work of subordinate staff not only meets but furthers the constitutional and statutory responsibilities of the State Controller's Office as a central agency;
- Act as an advisor to the State Controller, Governor's Office Representatives, Legislative bodies and other key governmental officials on matters relating to the fiscal controls and general disbursements operations of the State of California;
- Provide administrative direction and broad policy guidance to the department-wide administrative services functions; represent the State Controller in sensitive negotiations with the various departments, such as the Department of Finance;
- Provide policy development guidance on issues affecting the disbursement of public funds and budgetary developments needed to support the statutory and constitutional responsibilities of the State Controller;
- Represent the State Controller and provide testimony before legislative bodies concerning fiscal matters;
- Provide policy direction and development governing departmental accounting processes and or procedures, contract development, budget change proposals/yearly budget projections, payment of the State's bills, facilities management and the agency's training program.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy

formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions;
2. A functional knowledge of California State Government processes;
3. Established experience interacting with various levels of government (i.e. General Services, Department of Finance, California State Legislature, etc.);
4. A functional knowledge of California State Budget process.
5. Effective communication strategy and skill.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, ADMINISTRATION AND DISBURSEMENTS DIVISION**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commiserate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, Examination Unit/Human Resources
300 Capitol Mall, Suite 300, Sacramento, CA 95814
Dave Spring | 916-322-2791 | dspring@sco.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>